



# **DEVELOPMENT APPLICATION**

City of La Verne  
Community Development Department

STAFF USE ONLY

Case Nos.: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Type of Application: \_\_\_\_\_

Env. Determination: \_\_\_\_\_ DPN: \_\_\_\_\_

APPLICANT: PLEASE COMPLETE

Property Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Description of Project: \_\_\_\_\_

## **Applicant's:**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Signature(s): \_\_\_\_\_

## **Property Owner's:**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Signature(s): \_\_\_\_\_

RETURN COMPLETED APPLICATION TO:

**Community Development Department - 3660 D Street - La Verne, CA 91750 - 909-596-8706**  
Public Counter Hours: Monday through Thursday from 8:00 am to 1:00 pm



# APPLICATION CHECKLIST

City of La Verne  
Community Development Department

Project Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Project: \_\_\_\_\_

## Estimated Filing Fees (The adopted fee resolutions can be obtained at La Verne City Hall):

- |                                                 |          |                                                |          |
|-------------------------------------------------|----------|------------------------------------------------|----------|
| <input type="checkbox"/> Precise Plan Review    | \$ _____ | <input type="checkbox"/> Records Management    | \$ _____ |
| <input type="checkbox"/> Conditional Use Permit | \$ _____ | <input type="checkbox"/> Environmental Review  | \$ _____ |
| <input type="checkbox"/> Master Plan / Amend.   | \$ _____ | <input type="checkbox"/> General Plan Amend.   | \$ _____ |
| <input type="checkbox"/> Variance               | \$ _____ | <input type="checkbox"/> Specific Plan/ Amend. | \$ _____ |
| <input type="checkbox"/> Minor Exception        | \$ _____ | <input type="checkbox"/> Zone Change           | \$ _____ |
| <input type="checkbox"/> Tentative Tract Map    | \$ _____ | <input type="checkbox"/> Classification of Use | \$ _____ |
| <input type="checkbox"/> Tentative Parcel Map   | \$ _____ | <input type="checkbox"/> Master Sign Program   | \$ _____ |
| <input type="checkbox"/> Final Map              | \$ _____ | <input type="checkbox"/> Tree Permit           | \$ _____ |
| <input type="checkbox"/> Parcel Merger          | \$ _____ | <input type="checkbox"/> Second Unit Permit    | \$ _____ |
| <input type="checkbox"/> Lot Line Adjustment    | \$ _____ | <input type="checkbox"/> Other: _____          | \$ _____ |

**TOTAL ESTIMATED FEES:** \$ \_\_\_\_\_ Planner: \_\_\_\_\_ Date: \_\_\_\_\_

**DIRECTIONS:** Submit all of the following checked items. Additional submittals may be required. Bring this entire application checklist with you when filing with the Community Development Department. The Applicant is responsible for providing complete, fully dimensioned plans meeting current Building and Municipal Code standards. Should the application be submitted with items missing, the application will be considered incomplete and no further work will be done on the project until the application is made complete.

**Submit the following number of sets of plans:**

3

☐

6

☐

8

☐

10

☐

12

☐
☐

**Site Plan:**

- A fully dimensioned plot plan (bird's eye view) of the property including all existing and proposed structures.
- Indicate all property lines, easements, curb line, parking spaces and drive aisle, landscaping, and walls and fences.
- Indicate any existing and proposed public improvements.
- A tabulated legend that includes the size of the parcel, structures, overall footprint, and the existing and proposed percentage of lot coverage. Separate the size of the first and second floors on multi-story buildings.
- Provide zoning designation, the property owner's information, and the architect/engineer's information.
- **The plan shall be drawn to scale (with a graphic scale) and with the north arrow pointing towards the top of the page.**

☐

**Reduced Site Plan:** One readable 11" x 17" reduced copy of site plan.

☐

**Building Elevations:** Scaled and dimensioned architectural character drawings of each side of the building. Specify all design features, colors, and materials.

☐

**Reduced Building Elevations:** One readable 11" x 17" reduced copy of each elevation.

☐

**Colored Elevations:** One set of scaled and dimensioned architectural character drawings of each side of the building, color to match the proposed colors or indicate "will match existing materials" on additions. The colored Elevations shall be mounted to foam board.

☐

**Floor Plan:** Show the location and size of important existing and proposed internal features, drawn to scale and fully dimensioned. Indicate the size of each room in square feet.

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**Reduced Floor Plan:** One readable 11" x 17" copy of the floor plan.

☐

**Landscaping Plan:** Prepared by a qualified landscape architect or designer. Preliminary plans shall show all proposed plant material, common and botanical names including varieties, quantities and sizes with a legend. Paved areas should be clearly illustrated; property lines and right of way lines clearly drawn. All landscape areas shall be automatically irrigated. Final landscape plans shall be more detailed and shall include an irrigation plan.

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**Tree Preservation Plan:** A tree preservation plan is required on properties with mature and/or heritage trees. A complete arborist's report, with map in same scale as other plans submitted, shall be prepared by an approved arborist. See staff for more information.

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**Parking Plan:** Show all parking spaces, loading spaces, drive aisles and turning radii fully dimensioned, plus all other drive aisles and streets within 200 feet of the property. Show locations of gates, utility cabinets, deceleration lanes, and proposed decorative paving. Include a driveway slope profile, indicating materials to be used and identify locations of concrete ribbon gutters. Include tabulation indicating the number of spaces required, number of space provided and the space sizes.

- ☐ **Grading Plan:** Provide a conceptual plan with all areas of cut and fill colored, elevation data shown, and tabulated in tables including the amount of earth to be moved, cut and filled. Show all drainage courses, improved or natural. Show all contributor drainage areas to better understand the impacts of drainage on building site and public improvements. Engineering and/or Public Works may require additional information to comply with National Pollution Discharge Elimination Systems (NPDES) requirements.
- ☐ **Conceptual Drainage Plan:** At a minimum, show pad elevation, finished floor elevation, top of curb elevation and direction of flow. Engineering and/or Public Works may require additional information to comply with National Pollution Discharge Elimination System (NPDES) requirements.
- ☐ **Lighting Plan:** List the manufacturer, model name or number, style of proposed light fixture, along with color, exterior finish, and height. Identify type of lamp proposed (high-pressure sodium, etc.), proposed watts, lumens emitted from lamp at the fixture and footcandle rating on the ground from one fixture to another.
- ☐ **Section:** Cross sections of the site as developed, including view analysis and/or photographic overlays to the specification of the Community Development Department. These shall be drawn to scale and dimensioned and be sufficient to show the visual impacts of grading and construction.
- ☐ **Utility Site Plan:** Comprehensive site plan prepared to specification of the Public Works Department, showing all public and private utility and right-of-way improvements existing and proposed; water and sewer services and connections, water and sewer lines, fire service calculations, utility meters, lines sizes, cable television connection and other service connection information.
- ☐ **Signs:** Provide separate elevations and site plans for all signs existing and proposed on the property. Plans shall be fully dimensioned and drawn to scale. All colors and material samples, typefaces, illumination, structural engineering specifications and dimensions shall be included.
- ☐ **Tentative Parcel Map/Tract Map:** Maps should be prepared to the specifications of the La Verne Municipal Code and the Subdivision Map Act.

Please supply **ONE** copy of the following exhibits:

- ☐ **Deed of Trust/Preliminary Title Report/Lot Book Guarantee/Subdivision Litigation Guarantee:** Applicant must show ownership of property, correct legal description and property encumbrances. In the case of a lease, a copy shall be submitted in addition to the above.
- ☐ **Vicinity/Land Use Map and Mailing List:**
  - Prepare a map at 1" = 100' showing all parcels and zoning within 300' of the property.
  - Provide two set of mailing labels and a list attached containing the name and address of the property owners of all assessed parcels within 300 feet of the subject property. The list should also include assessor parcel numbers. Property ownership must be provided from a title company (or certified preparer) to assure accuracy and current ownership (ownership lists are known as "farm packages" and are available through real estate agents, brokers or title companies). Provide a copy of the farm package, not more than 90 days old.
- ☐ **Color and Materials Board:** An illustration board containing samples of all exterior finishes and materials, including color, number and manufacturer. The board should be keyed to the elevation drawings. Materials illustrated should include all window and door molding, aluminum finishes, flashing finish, pavers, window trim and similar materials/colors.
- ☐ **Model or Computer Generated Graphics:** A scale model or graphics to the specifications of the Community Development Department.

- ☐ **Photographic Survey:** Photos of the site and surrounding area from various perspectives mounted on white foam core or placed in plastic sleeves and labeled.
- ☐ **Market Study:** A document assessing the economic impacts and mitigations of the project to the specifications of the Community Development Department.
- ☐ **Fiscal Impact Study:** Document assessing the cost of services and other fiscal impacts placed on the City and other entities to the specification of the Community Development Department.
- ☐ **Development Agreements:** To the specification of the Community Development Department.
- ☐ **Access Agreements:** Include any agreements needed for parking, vehicular or other access.
- ☐ **Americans Disability Act:** This application may be subject to the Americans with Disabilities Act (ADA). ADA requires that public and private facilities be designed to provide reasonable accommodation for the needs of disabled persons. For more information, consult your architect or attorney.
- ☐ **Constraints Analysis:** This include signification topographic, geographic, geologic or hydrologic features; including ecological areas with significant trees as defined by City ordinance; fault zones; fuel modifications zones required by City ordinance; slopes of 25% or grater; subsurface or surface utility easements and rights-of-way.
- ☐ **Environmental Documents:** Preliminary Environmental Description Form and any technical reports necessary.
- ☐ **Phase I Report:**
- ☐ **Narratives:** Explain the proposal briefly. Include applicable information such as hours of operation, number of employees, previous operations history.
- ☐ **Other:**

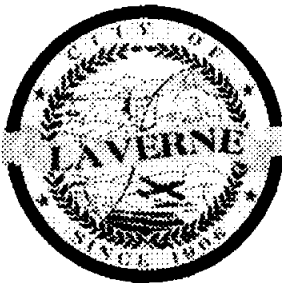
**NOTE: Each exhibit should contain large, neatly lettered title block containing:**

- Title of exhibit
- Legend
- Applicant's and/or owner's name
- Applicant's engineer and/or architect
- Address and phone number
- North arrow
- Graphic scale

**Exhibits become City property and a public record, so copy all submittals for your files.**

If you have any questions please contact the Community Development Department at (909) 596-8706 or write:  
City of La Verne  
Community Development Department  
3660 "D" Street  
La Verne, CA 91750.

Last Updated October 2008



City of La Verne  
Community Development Department

## STANDARD CONDITIONS OF APPROVAL

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**Date:**

**Project Name:**

**Case No.:**

**Project Address:**

**DPN:**

**Applicant:**

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All projects approved by the City of La Verne shall meet the standard conditions checked by each department unless specifically exempted by the City. The standard conditions must be complied with prior to the issuance of any occupancy permits. Call the appropriate department listed below, if you have any questions concerning specific conditions on this list.

Applicant shall comply with all conditions of approval for:

**Tract Number:**

**Parcel Map Number:**

**Resolution Number:**

**Environmental Determination:**

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### Required Planning Department Conditions (909-596-8706)

- ☐ NOTICE: - This project is located within a community that has a Home Owner's Association (HOA). The covenants, conditions and restrictions of the community may require that you secure approval from the association before proceeding. The City assumes no liability for any failure to contact your association.
- ☐ NOTICE - This project is located within the Hillside Development Overlay Zone (HDOZ). The project is subject to all conditions of the HDOZ as outline in the La Verne Municipal Code (LVMC 18.68).
- ☐ Prior to issuance of building permits, all revisions must be resubmitted for review and approval.
- ☐ Building permits will not be issued in connection with any project until such time as all plan check fees, and all other applicable fees, are paid in full.

Standard Conditions for Case No.

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**Required Planning Department Conditions (continued)**

- ☐ The project approval does not relieve the applicant from compliance with other Federal, State, and City requirements.
- ☐ The project approval expires one year from the effective date of approval (LVMC 18.16.130).
- ☐ All construction and development shall conform to the approved plans on file with the Community Development Department.
- ☐ The project approval shall not take effect for any purpose until the applicant has filed with the City of La Verne an affidavit stating that he/she is aware of and accepts all of the conditions set forth in the letter of approval, any associated resolutions, and this list of standard conditions.
- ☐ NO OCCUPANCY will be granted until ALL IMPROVEMENTS required by this approval have been completed, inspected and approved by the appropriate department.
- ☐ Prior to issuance of building permits, all school fees shall be paid. The applicant shall provide the City with written verification of compliance from the Bonita Unified School District.
- ☐ Prior to issuance of building permits, all fees payable under State Law shall be paid (including park, water, sewer, fire facility, and other related fees.) To secure a precise accounting of these fees, contact the Finance Department at (909) 596-8716.
- ☐ The applicant shall comply with the City of La Verne business license ordinance and cooperate with the City to obtain compliance by contractors and subcontractors, etc. (L.V.M.C. 5.08.020).
- ☐ The applicant shall comply with the City of La Verne burglar alarm permit ordinance. If burglar alarms are to be installed, no building permit shall be issued until all required fees are paid. For more information, contact the Police Department at (909) 596-1913.
- ☐ All new single-family homes shall be dry plumbed for solar water heater.
- ☐ Architectural treatment and landscaping of grouped mailboxes shall be reviewed and approved by both the U.S. Postal Service and the La Verne Community Development Department.
- ☐ Design and placement of all exterior light fixtures shall be reviewed and approved by the Community Development Department.
- ☐ Architectural details of doors and window mullions shall be reviewed and approved by the Community Development Department.
- ☐ Exterior architectural colors and finishes shall match those of the existing structures to the satisfaction of the Community Development Department.

Standard Conditions for Case No.

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**Required Planning Department Conditions (continued)**

- ☐ The applicant shall provide for installation of cable television conduits and facilities to the satisfaction of the assistant city manager or designee.
- ☐ Every applicant for a permit of any type of ground sign shall file with the Community Development Department, before the permit is granted, a cash deposit in the sum of \$750. The deposit is to ensure the faithful performance by the applicant of the provisions of the sign ordinance, and of all laws and ordinances relating to signs and sign structure. The deposit will be refunded upon satisfactory completion of all conditions of approval.
- ☐ Prior to issuance of building permits, the Community Development Department shall review and approve all Southern California Edison underground utility transformer locations for compatibility with the site design. All portions of the transformers that are above ground shall be adequately screened with landscaping and/or screen walls. Landscaping shall be reviewed and approved by the City Landscape Architectural Consultant and the Community Development Department.
- ☐ Copies of all recorded tract maps shall be sent to Bonita Unified School District, 115 W. Allen Avenue, San Dimas, CA 91773, Attn: Asst. Superintendent.
- ☐ All roof top appurtenances and equipment shall be adequately screened from view to the satisfaction of the Community Development Department.
- ☐ All trash enclosure locations and designs shall be approved by the City's franchise waste hauler and the Community Development Department prior to the issuance of building permits.
- ☐ All ground level mechanical/utility equipment (including meters, backflow preservation devices, fine valves and other equipment) shall be screened by screening walls and/or landscaping to the satisfaction of the Community Development Department.
- ☐ No structure may be built within a designated fuel modification easement or area. Please contact the Community Development Department or the Fire Department regarding fuel modification requirements in your area.
- ☐ No fences or walls may be built without first securing a permit from the Community Development Department.
- ☐ Applicant is advised that this application may be subject to the Americans with Disabilities Act (ADA). ADA requires that public and private facilities be designed to provide reasonable accommodation for the needs of disabled persons. For more information, consult your architect or attorney.



**Standard Conditions for Case No.**

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**Required Planning Department Conditions (continued)**

- ☐ Transportation demand management and trip reduction measures, required for compliance with air quality and congestion management regulations, shall be approved by the Community Development Department and implemented prior to final occupancy (L.V.M.C. 18.24).
- ☐ (For properties in Lordsburg involving new construction): Payment not to exceed \$\_\_\_\_\_ shall be made to the Redevelopment Agency for provision of benches, trash receptacles, or bicycle racks meeting the standards of the Lordsburg Specific Plan and/or the City's congestion management ordinance.
- ☐ Applicant shall provide a bus bench ☐, trash receptacle ☐, or bicycle racks ☐ in accordance with the following manufacturer and specification:

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**Required Public Works Department Conditions (909 596-8741)**

- ☐ Applicant shall obtain a public works permit for all work in or adjacent to the public right-of-way.
- ☐ Applicant shall install and complete all necessary public improvements, including but not limited to streets, curbs, gutters, sidewalks, handicap ramps, and storm drains, along the entire street frontage of the development site as required by the Public Works Director.
- ☐ Applicant shall abide by all National Pollution Discharge Elimination System (NPDES) requirements including the installation of erosion control and slope stabilization measures necessary to prevent siltation and other debris from being carried offsite and eventually entering the storm drain system.
- ☐ Applicant shall be required to provide painted curb numbers to the specifications of the Public Works Director and "STOP" signs painted on the pavement at exists and intersections.
- ☐ All utilities shall be placed underground including facilities and wires for the supply and distribution of electrical energy, telephone, etc.
- ☐ Easements for the following underground utilities shall be provided: Water ☐; Sewer ☐; Storm Drains ☐. Other as specified:
- ☐ Submit street improvement plans showing proposed construction of: Curbs ☐; Gutters ☐; Storm drains ☐; Sidewalks ☐. These plans shall be subject to approval by the City Engineer.
- ☐ Water service facilities shall be installed to the satisfaction of the City Engineer.
- ☐ Backflow prevention devices shall be installed to the satisfaction of the Public Works Director.

**Standard Conditions for Case No.**

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**Required Public Works Department Conditions (continued)**

- ☐ All commercial projects shall install backflow prevention devices to the satisfaction of the Public Works Director.
- ☐ Water service during construction shall be available after the installation of the water facilities is complete, applicable water fees and meter charges have been paid, and application for service has been made.
- ☐ An advance payment for temporary water service is required during the construction period. Upon landscape development and or approval of final building occupancy, temporary water service shall be discontinued unless specific arrangements have been made to the satisfaction of the Public Works Director to continue temporary water service to a later date.
- ☐ The jumper line and meter valve shall be furnished by the City; the applicant shall furnish the meter box. Installation shall be to the satisfaction of the Public Works Director and shall be maintained until the water meter has been set.
- ☐ No finals will be given until all as-built site improvements plans have been submitted to the Public Works Department.
- ☐ The property shall be annexed to the Los Angeles County Sanitation District.
- ☐ Sanitary sewer facilities shall be installed to the satisfaction of the City Engineer and Public Works Director.
- ☐ Back water valves on sewer connections shall be installed to the satisfaction of the Public Works Director.
- ☐ The applicant shall provide the City with a Backflow Device Test Form, filled out by a licensed tester before any final permits are released.

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**Required Fire Department Conditions (909-596-5991)**

- ☐ The required on-site minimum fire flow shall be installed and made available to the satisfaction of the Fire Chief, Public Works Director and City Engineer prior to the construction involving combustible materials.
- ☐ Provide fire sprinkler; system hook-ups and post indicator/OS & Y valves approved by the Fire Department.
- ☐ A set of construction drawings approved by the Building Department must be on file with the Fire Department prior to issuance of any building permits.

**Standard Conditions for Case No.**

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**Required Fire Department Conditions (continued)**

- ☐ Water mains and hydrants shall be installed and be operational prior to and during the time of construction involving combustible materials (Uniform Fire Code, Sec. 87.103c).
- ☐ Fire apparatus access roads shall be provided and serviceable prior to and during the time of construction involving combustible materials. The access roads shall be constructed to support the imposed loads of fire apparatus, with all-weather driving surfaces, with a minimum width of 20 feet, with a minimum vertical clearance of 13 feet 6 inches, and with turnarounds for apparatus on dead-end access roads in excess of 150 feet (Uniform Fire Code, Article 87).
- ☐ Unless approved otherwise by the fire chief, all combustible plant material must be cleared 100 feet from a new structure.
- ☐ A permit must be obtained from the Fire Department for temporary storage of lumber used to construct 6 or more houses. The permit will be issued on the basis of good access for fire fighting purposes, availability of water and distances to structures or fire hazards.
- ☐ All new construction, commercial or residential, shall have an approved automatic fire sprinkler system installed throughout the structure. This system shall be installed according to appropriate NFPA code and the La Verne sprinkler ordinance.
- ☐ A set of sprinkler plans and hydraulic calculations shall be submitted for approval to the Fire Department prior to the start of installation.

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**Required Landscape Conditions**

- ☐ Final landscape and irrigation plans shall be reviewed and approved by the City's landscape architect prior to issuance of building permits.
- ☐ Final tree preservation plans shall be reviewed and approved by the City's landscape architect prior to issuance of building permits.
- ☐ The area under the drip line of all existing trees, which are to be saved as determined by the City's landscape architect, shall be fenced 5' beyond the drip line during construction. Grading operations shall be restricted under them to prevent soil compaction around the trees and to protect them from damage.
- ☐ No trees shall be removed other than those shown on the approved plans. No trees may be removed until a building or grading permit has been issued.
- ☐ A permanent maintenance program of all landscaping shall be provided insuring regular irrigation, fertilization and weed abatement.

**Required Landscape Conditions (continued)**

- ☐ All existing and/or proposed landscaping shall be maintained in an acceptable manner during construction and after the project is completed, and is subject to periodic review by the Community Development Department for compliance.
- ☐ Approved street trees shall be planted in the front setback area of every lot, to the specification of the parks manager (909-596-8705).
- ☐ Landscape materials and irrigation systems are to be inspected by a city representative prior to final release of utilities.